

Adult Learning and Skills Service

FAMILY
LEARNING



SKILLS FOR
EMPLOYMENT



FREE COURSES
FOR ELIGIBLE
LEARNERS

**EXPECT
MORE GET
MORE**

with the Adult Learning
and Skills Service



ENGLISH &
MATHS



COMPUTING

Online Job Search Workshop

Selby Adult Learning and Skills Service are offering a five week course at Selby Library. The course is aimed at those who need to gain more skills in online job search– perhaps to be able to use Universal Jobmatch or send an email. The course starts on

Tuesday 24 February – 9.30am – 11.30am

for 5 Tuesdays – you will learn the following:-

- Create profile on UJM
- Practise job search
- Modify CV
- Upload CV to Universal Jobmatch website
- Create a covering letter
- Use e-mail to apply for a job

SEAS4133E

This course is FREE if you are on JSA/ESA (WRAG) and have not enrolled for any learning with us in the last year. If you are interested in enrolling for the above course then please contact the office on 01609 533974.

Find, book and pay for courses online at
www.northyorks.gov.uk/adultlearning

You will need to have basic reading and writing skills to be able to enrol for the course.



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